
From: Wu, Jennifer
To: Croxton, Dave; Carlin, Jayne; Henning, Alan
Sent: 12/4/2014 5:04:36 PM
Subject: RA Draft briefing: preliminary review
Attachments: CZARA RA draft briefing 12.3.14.docx

Hi Dave and Alan,

I'm working with Jayne on the RA draft briefing, and we wanted to send it to you for your review. Alan, don't worry about reviewing this until you're done with your work this week. We'll set up a meeting with you for Monday, 12/8. Dave, if you're free to give comments by COB Friday, 12/5, or Monday, 12/8 AM, that would be great to have them before we talk with Alan on Monday. It would be great to have something for Christine and JB by COB Monday, 12/8, since we need to get a briefing paper up to Dennis by next Wednesday, 12/10.

So there are a few things Jayne and I thought were good goals for the briefing:

Ex. 5 - Deliberative

Keep briefing doc as short as possible (it's already over 2-3 pages)

So we're looking for feedback on 1) whether those are the right things to go for; 2) whether the flow and structure of the briefing support that; and 3) how well the actual language supports that. Thanks! – Jenny and Jayne